



14 Dixon Avenue, Suite 102  
Concord, NH 03301  
Tel: 603.226.2170  
Fax: 603.226.2816  
www.nhcdfa.org

**Community Development Finance Authority  
Executive Committee Meeting**

**Webex Videoconferencing Meeting due to COVID-19 Pandemic Emergency**

**May 11, 2021  
12:00 PM**

CDFA EXECUTIVE COMMITTEE PRESENT: John Manning, *Chair*; Mary Ann Kristiansen, *Vice Chair*; Mike Clafin; and Robert Tourigny.

STAFF: Katherine Easterly Martey, *Executive Director*.

Mr. Manning opened the meeting at 12:00 PM and noted a quorum was present.

**Mr. Manning stated the meeting is being held in videoconferencing format due to the ongoing public health crisis and emergency related to the COVID-19 pandemic. Directors are participating in the meeting from remote locations. Any and all action will require roll call votes.**

Mr. Manning stated there were no announcements or members of the public in attendance. There was no public comment.

**Motion – 12:03 PM**

Mr. Clafin moved to accept the meeting agenda as presented. Ms. Kristiansen seconded. Mr. Manning called for a roll call vote.

- Mr. Manning – yes
- Ms. Kristiansen – yes
- Mr. Clafin – yes
- Mr. Tourigny – yes

The motion carried by a unanimous vote of the Committee.

**A. April 13, 2021 Executive Committee Minutes**

Mr. Manning called for questions or comments on the April 13, 2021 minutes.

**Motion – 12:05 PM**

There being no questions or comments, Mr. Tourigny moved to approve the Executive Committee minutes, as presented. Mr. Clafin seconded. Mr. Manning called for roll call vote.

- Mr. Manning – yes
- Ms. Kristiansen – yes
- Mr. Clafin – yes
- Mr. Tourigny – yes

The motion carried by a unanimous vote of the Committee.

## **B. CFO Search**

Ms. Easterly Martey directed the Committee to the proposal from Smith & Wilkinson for the CFO search. She responded to questions. The Committee agreed that Ms. Easterly Martey should proceed with the proposal from Smith & Wilkinson.

## **C. Election of Interim Secretary/Treasury of the Board**

Ms. Easterly Martey stated that CDFA will need an interim Secretary/Treasurer of the Board due to Ms. Morin's departure from the CFO role. Once the new CFO is in place, that designation can be transferred over during the Annual Meeting in September. Ms. Easterly Martey discussed this position with Mr. Clafin, as the Chair of the Finance Committee, and he has graciously accepted this responsibility for the interim period.

### **Motion – 12:30 PM**

Mr. Manning moved to accept the nomination of Mr. Clafin as the Secretary/Treasurer of the Board until the Annual Meeting in September. Mr. Tourigny seconded. Mr. Manning called for a roll call vote.

- Mr. Manning – yes
- Ms. Kristiansen – yes
- Mr. Clafin – yes
- Mr. Tourigny – yes

The motion carried by a unanimous vote of the Committee.

## **D. Adjourn**

### **Motion – 12:35 PM**


There being no further business before the Committee, Ms. Kristiansen moved to adjourn the meeting. Mr. Tourigny seconded. Mr. Manning called for roll call vote.

- Mr. Manning – yes
- Ms. Kristiansen – yes
- Mr. Clafin – yes
- Mr. Tourigny – yes

The motion carried by a unanimous vote of the Committee.

Respectfully submitted,

  
Katherine Easterly Martey, Executive Director

  
John Manning, Chair  
CDFA Board of Directors